

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP HTH 440-2
Substance Abuse Prevention Services**

**ADDENDUM
November 12, 2004**

The following are additions, deletions, and corrections to RFP HTH 440-2 Substance Abuse Prevention Services, Sub-Category 440-2-10 Youth Substance Abuse Prevention Community Partnerships issued October 12, 2004:

1. The inside front cover should state that “The Department of Health, Alcohol and Drug Abuse Division, is requesting proposals from qualified applicants to plan and provide evidence-based prevention services to youth ages 11-16 through community partnerships.” The age range was stated incorrectly.
2. The funding amount given inside the front cover erroneously included evaluation services to be provided to awardees. This RFP only addresses the actual delivery of direct services to youth and their families. The funding portion should read as follows:

FUNDING:	TOTAL AMOUNT	FISCAL YEAR
	\$490,000	July 1, 2005 – June 30, 2006
	\$490,000	July 1, 2006 – June 30, 2007
	\$490,000	July 1, 2007 – June 30, 2008

3. Please insert the number “13” on the blank line in the second paragraph on page 2-9. A description of *Communities That Care*® may be found in Attachment F, Applicant Guide, Part 13.
4. In Section 2, page 2-13, there is a typographical error (an extra zero was added). The suggested amount to be spent for Native Hawaiians in communities located within the City and County of Honolulu should read \$37,000.
5. In Section 2, Sub-section III.A.Scope of Work, Paragraph 5.Experience and Paragraph 6.Coordination of Services were omitted in the final draft. Please replace pages 2-21 through 2-23 with the attached pages 2-21 through 2-25.
6. In Section 2, Sub-section IV. Facilities was also omitted in the final draft. This Sub-section is included in the replacement pages attached to this Addendum. Please replace page 2-21 through 2-23 with the attached pages 2-21 through 2-25.

- e. The APPLICANT shall be prepared to comply with the National Outcome Domains that may be required by the Center for Substance Abuse Prevention. The current proposed National Outcome Domains and Performance Measures are shown in the following table. The other proposed measures for which the APPLICANT must be prepared are the Capacity Domain, Process Domain, and Outcome Domain referenced in the Applicant Guide, Section 5, Attachment F, Part Twelve.

DESIRED OUTCOME/DOMAIN	PERFORMANCE MEASURE
Abstinence from Drug and Alcohol Use	30-day substance use (non-use/reduction in use) Perception of drug use as harmful Attitude toward use (Perception of drug use as unacceptable)
Returning to/Staying in School	School attendance ATOD-related suspensions/expulsions Drug-related workplace injuries
Decreased Criminal Justice Involvement	Drug-related crime
Increased Stability in Family and Living Conditions	Parent participation in prevention activities
Increased Access to Services (Service Capacity)	Number of persons served by age, gender, race, and ethnicity
Increased Social Supports/Social Connectiveness	[Under development]

In order to facilitate the implementation of an outcome-based framework, ADAD shall:

- a. Provide technical assistance in developing outcomes, performance targets, and milestones.
- b. Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Experience

The APPLICANT shall have verifiable experience with projects or contracts during the most recent five year period that are pertinent to the proposed services. APPLICANTS and Provider Organizations shall have a minimum of one year documentable experience in the provision of prevention services or other services to youth in the specific community for which the Partnership is proposed.

The Lead Organization shall have demonstrated experience in managing a State contract or projects of similar size and complexity. Provider Organizations shall have experience in managing and implementing projects of the scale proposed. Members of the Partnership shall have appropriate experience in prevention or related services to youth.

6. Coordination of services

The APPLICANT shall demonstrate a capability to coordinate services with other organizations and resources in the community. The Lead Organization shall describe proposed procedures for collaborating with external technical assistance contractors and how communications and logistical support for the planning process shall occur. The APPLICANT's proposal shall describe how the Partnership collaborated to respond to the RFP.

The Lead Organization shall take administrative responsibility for other Members of the Partnership in the planning process and recruit a broadly representative Community Partnership. The Lead Organization shall be responsible for working with Provider Organizations to implement prevention activities, developing and administering sub-contracts, and ensuring that sub-contractors are meeting their responsibilities. The roles and resources of Provider Organizations and other Members of the Partnership shall be clearly delineated. The Lead Organization shall develop procedures for informing ADAD of sub-contractor activities.

7. Reporting requirements for program and fiscal data

NOTE: As a result of federal Performance Partnerships requirements or as a result of a change in ADAD's prevention Management Information System, the outcome/performance measurements as well as program and fiscal data reporting may change.

a. Required Program Reports:

- 1) The APPLICANT shall complete the ADAD **monthly management information system report** documenting the implementation of activities related to the chosen evidence-based practice according to the Center for Substance Abuse Prevention's six (6) prevention strategies. The APPLICANT shall document on the monthly management information system report the number of public service announcements or other forms of information developed for the purpose of attracting community partners.
- 2) The APPLICANT shall design and implement a system to record the number of unduplicated children, youth, parent and/or adult extended family members served through each CSAP strategy in each contract year. The unduplicated count shall be recorded in the monthly and quarterly reports, culminating in a final unduplicated count on the year-end report. The number of public service announcements or other forms of information dissemination shall be reported in a similar manner.
- 3) The Applicant shall submit **Monthly, Quarterly and Year End Reports** summarizing and analyzing outcome data and accomplishments and challenges. Monthly reports are due 15 days after the end of each month. Quarterly reports are due 15 days after the end of each quarter. Year-End Reports are due 45 days after the end of each fiscal year.

For contracts beginning July 1, due dates for reports are as follows:

Monthly:	Reports due by 15 th of the following month	
Quarter 1:	July 1 – Sept. 30	Report due Oct. 15
Quarter 2:	Oct. 1 – Dec. 31	Report due Jan. 15
Quarter 3:	Jan. 1 – Mar. 31	Report due Apr. 15
Quarter 4:	Apr. 1 - June 30	Report due July 15
Year End:	July 1 – June 30	Report due Aug. 15

b. Required Fiscal Reports:

- 1) The APPLICANT shall have the computer capacity to utilize

ADAD's management information system, which currently is the **Prevention Minimum Data Set**.

- 2) The Applicant shall submit monthly the **Statement of Revenue and Expenditures Report** (ADAD Fiscal Form 200, 9/95).
- 3) The Applicant receiving federal funds shall submit to ADAD its **final invoice** no later than 45 days after the end of each contract year, or by August 15, whichever comes first. Lapsing of funds will occur if final invoices are not received by ADAD in a timely manner.
- 4) Within 45 calendar days after the expiration of each contract year, the APPLICANT shall submit to ADAD the **Statement of Revenue and Expenditures** summarizing the actual expenditures for the fiscal year and the **Year-End Program Report** which includes people served, unduplicated number of individuals served, activities relating to the six (6) Center for Substance Abuse Prevention strategies, and other contract close-out documents as specified by ADAD.

NOTE: The STATE will perform the audit of the APPLICANT to assure appropriateness and allowability of the reported invoices. The audit shall, at a minimum, include evaluating the financial statements, receipts, invoices, and other documents as requested by the STATE.

8. Pricing structure or pricing methodology to be used

The pricing structure shall be cost reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

7. Units of service and unit rate

Not applicable.

REPLACEMENT PAGE

Division/Center: ADAD
RFP No. HTH 440-2-10
DATE: October 12, 2004

IV. Facilities

Facilities that will be used shall be appropriate to the proposed services. The APPLICANT shall describe how ADA requirements will be met.